

Miami-Dade County Employee Suggestion Form

Employee Suggestion Program

IDEAS PAY OFF! THINK OF WAYS TO IMPROVE

DO NOT WRITE IN THIS SPACE

NAME: (Please Print)	Work Phone	Home Phone	Suggestion Number:
HOME ADDRESS: (Give House or Apartment No. City and Zip Code)			Date Received:
JOB TITLE:	Social Security Number:		Evaluating Dept(s):
Department:	Work Address:		Anonymous:
Supervisor's Name:	Work Phone:		

SUGGESTION TITLE:

PRESENT CONDITION

Describe the present condition you would like to improve.

CONSIDER

Current Process:

MY SUGGESTION

Explain your suggestion in detail. Be specific. Attach additional sheets if necessary. (See examples and procedures.)

CONSIDER

Improved Process:

SAVINGS OR BENEFITS

Give your best estimate of the dollar savings or other benefits that will result from your suggestion.

CONSIDER

Manpower & Savings:

☐ Check this box if you attach additional sheets, Drawings, Samples, etc.

If this is a joint suggestion, it must be signed by both or all suggesters. Please provide co-suggester information on additional ESP Form or sheet.

Signature _____

I hereby understand and agree that the acceptance by me of any monetary award from Miami-Dade County for this suggestion shall be deemed payment in full, and for myself, my heirs, or my assignees, I hereby waive any claim or claims against the County which may arise as consequence of the County's approval of this suggestion.

☐ Check this box if you do not want your name to appear on ESP Evaluation sheets seen by your Supervisor.

Date _____
 MAIL THIS FORM VIA, INTEROFFICE TO
 Employee Recognition and Suggestion Manager
 Employee Relations Department
 111 NW 1 St, Suite #2110
 or Email flogom@co.miami-dade.fl.us
 (Make a copy of this form for your records)

WHAT IS ESP? The Miami –Dade Employee Suggestion Program (ESP), first started in 1962 is designed to improve the quality of government services. Its purpose is to share ideas, recognize employees, stimulate morale, and increase productivity. ESP is **your** program!

WHAT IS A SUGGESTION? A suggestion is a written, original idea that identifies a specific problem and suggests a specific method or improvement to do any job or procedure better, quicker, easier, safer, or cheaper; or to improve the quality of government services and facilities, the quality of work life, or the County's public image. **You might want to consider the following examples:**

Methods: Simplify; Eliminate Bottlenecks; Devise New Methods; Streamline

Working: Smarter Not Harder; Conditions; Eliminate Hazards; Improve Health Conditions

Equipment/Materials New tool design; Improve equipment; Reduce Maintenance Cost; Use Scrap Metal, Eliminate Rehandling, Reduce Spoilage

Office: Simplify Procedures; Simplify Filing; Eliminate Duplication

WHY SHOULD YOU PARTICIPATE? Dade County wants your ideas on how to improve its productivity and Services and will pay you up to \$5,000 in cash for suggestions that County departments are able to use.

HOW DO YOU GET INVOLVED?

First. Fill out the Suggestion Form! The Form also has instructions for suggesters. If you need more Forms contact your ESP Departmental Coordinator. If you don't know who your ESP Departmental Coordinator is, contact the Employee Recognition and Suggestion Manager at 375-1364.

Second. Start Creating IDEAS! There are no rules and regulations for creating good ideas. But successful suggesters find these Principles helpful:

- 1) Narrow down the problem. Try to pinpoint it. Be specific.
- 2) Try to concentrate. Think of only one problem at a time.
- 3) Be persistent. Good ideas rarely come on the first try.
- 4) Be confident in your search for ideas.
- 5) Let your creativity take over. When your mind gets tired, rest for awhile. Your mind will keep on working unconsciously and come up with new ideas when you are thinking about something else. Keep ideas flowing.
- 6) Anticipate questions. Be prepared to have someone say that your idea is impractical; it's been tried before; or it won't work. Figure out counter arguments in advance. Be ready to sell your idea. Anticipate obstacles likely to arise in implementing your idea.
- 7) Develop as many methods as you can to present your idea effectively.
- 8) Determine the benefits to the County, your job and other employees.

THIRD. Ask for help! If you need technical assistance, don't be afraid to ask your supervisor, your ESP Departmental Coordinator or the Employee Recognition and Suggestion Manager for help.

FOURTH. Send your Suggestion Form by interoffice mail directly to: Stephen P. Clark Center, Employee Relations Department, 111 NW 1 St, Suite #2110 or Email: flogom@co.miami-dade.fl.us

WHAT HAPPENS TO YOUR SUGGESTION? Your suggestion will be reviewed by the Employee Recognition and Suggestion Manager for eligibility. Eligible suggestions will then be forwarded to the appropriate County department(s) for evaluation. If there is agreement that your idea should receive a trial test, you will receive a Recognition Award and (8) hours administrative leave. Once your suggestion has been trial tested, the department will evaluate the success of the trial run and recommend whether or not it should be adopted permanently. Each Special Award is judged on individual merit.

WHICH SUGGESTIONS ARE INELIGIBLE? The following suggestion subjects are not eligible for award consideration:

- ❖ Personal and personnel grievances
- ❖ Adjustments in benefits, salaries, or job classifications.
- ❖ Matters that are within the scope of collective bargaining.
- ❖ Matters requiring legislative or court action other than by County ordinance.
- ❖ Stricter enforcement of already existing rules, regulations, or ordinances.
- ❖ Matters involving routine corrections, maintenance, housekeeping activities, or adherence to prescribed safety practices.
- ❖ Increases in existing fees or charges.
- ❖ An area awarded cash under a previous suggestion.

ARE YOU ELIGIBLE AND FOR WHICH AWARDS? All County employees are eligible to participate in ESP in different Categories:

RECOGNITION AWARD: A Recognition Award (8) hours administrative leave and a Recognition Award Certificate is given to a suggester whose idea has been accepted by a department for a trial run. Employees below the level of Division Head are eligible.

SPECIAL AWARD: This is a cash award given to a Recognition Award recipient whose idea is successfully implemented by a department after its trial run. The Special Award can be given for either tangible or intangible suggestions. An intangible suggestion is one for which a cash value cannot be determined and is eligible for an award of \$50 to \$1,000. A tangible suggestion is one for which a cash value can be measured and is eligible for an award of \$50 to \$5,000. Tangible awards are based upon a percentage factor up to 10% of the net savings during the first year of implementation.

MANAGER'S GRAND AWARD: This award singles out the most outstanding Special Award winner at the end of each fiscal Year.

INNOVATOR AWARD: This is given to senior management staff and employees otherwise ineligible for Recognition or Special Awards. Nominations are made by Department Directors or staff of the County Manager's Office.

BRAVO AWARD: A cash award of \$500 is given to groups or teams when their solution to a problem assigned to them is successfully implemented by their department.